St Helen's Anglican Church

2021 Vestry Meeting

Meeting Info

All registered attendees will receive an email on Friday, February 26, 2021, with a link to the Zoom meeting. **On Sunday, February 28, 2021, a few minutes before 11:00 AM (11h00)**, click on the link in that email in order to join the web conference.

Using Zoom

You can join a Zoom meeting on your desktop, laptop, tablet or phone. For the best experience, download the Zoom application for your device, now, and **figure out how it works before Vestry**! Zoom has a test meeting that you can use to try things out, or you can schedule a meeting with a friend.

Once you are in the meeting, whether you are using your desktop, laptop, tablet or phone, the controls are very similar. When you are asked, select "**Join with Computer Audio**" so that you can listen through your device's speakers (or headphones). Unless you are invited to speak, **your microphone will remain muted**.

For Vestry, it is important that you **set your name correctly** so that we have an accurate record of attendance. If you downloaded the client, you can do that in your "profile" before the meeting. If you joined using your browser, you will have been asked to enter your name. You can also update your name after a meeting starts by clicking on the "Participants" control and then your own name in the list of participants.

During the meeting, **eligible participants** will be asked to vote on the motions that will be presented, just as at a regular Vestry. A motion will be presented on screen, and a "poll" will appear asking for your input. You should be able to participate in votes whether you are using your browser or a Zoom client to join Vestry.

The **declaration that you are eligible to vote** will be tracked against your attendance.

All other "polls" will be anonymous. The results will be recorded just as they would be recorded during a normal Vestry.
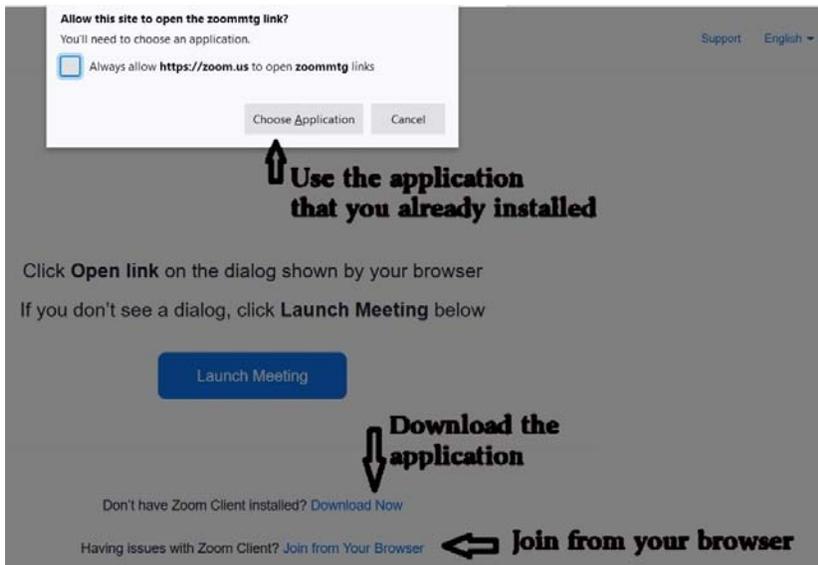
Zoom Tips:

- Always **mute your microphone**, unless you have been invited to speak.
  - If you are invited to speak, you can hold down the space bar to un-mute for as long as you are talking, or you can click on the picture of the microphone to mute and un-mute.
- Use **headphones or earphones** for better sound, especially if you are a presenter.
- **Turn off your video** to improve the quality of the audio.
  - You may turn on your video camera or not, as you desire. If you have a Zoom account, you can configure a picture in your "profile" that is displayed instead of your name when your camera is off.
- Select the "**view**" that works best for you:
  - Gallery view lets you see everyone in the meeting at once.
  - Speaker view gives the current speaker more screen space.
  - In the application settings, you can hide non-video participants (Settings > Video > Meetings, and check Hide non-video participants) to reduce screen clutter (you will still be able to hear anyone who is speaking).
- Use the **Chat** feature to ask for help.
  - You can direct your question to the identified "Help Desk" individual instead of "Everyone."
- Use the **Chat** feature to submit a question.
  - You can direct your question to the identified "Q&A" individual instead of "Everyone."
- Use the "**Raise Hand**" button (possibly hiding in the "Reactions" menu) to signal that you have a question.
- Answer the "**poll**" when it is time to vote on a motion.
  - If you are not eligible to vote, you can select "Not Eligible" from the list.
- When Vestry is over, you can click on the "**Leave**" button to end your connection.

On your desktop or laptop, **clicking on the link to join the meeting** will open your web browser. If you already have the desktop client, you will want to allow Zoom to open the link, and you can then follow the prompts to start the Zoom application.

- If you do not have the application but would like to use it, click on Cancel and then the "Download Now" link.
- If you want to join the meeting using just your web browser, click on Cancel and then the "Join from Your Browser" link.

You *can* join a Zoom meeting without downloading anything, although downloading an application ("client") will give you a better connection and more controls.
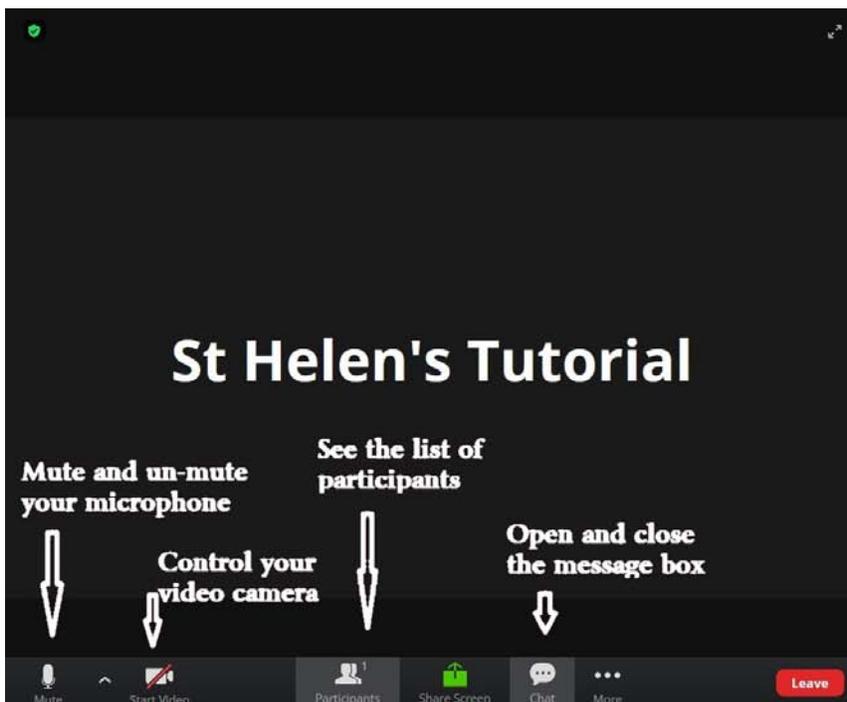
Some controls, like the "Raise Hand" button, might be in different places depending upon your device. For example, some people will see a "Reactions" button at the bottom of the screen, beside the other buttons, and will find the "Raise Hand" button hiding in there.

3